



### End of Fiscal Year Deadlines 2021

Procurement Services has established the following deadlines for processing transactions against current FY21 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY22. Procurement Services establishes these deadlines to enable our staff to manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement Services will make efforts to accommodate deadline exceptions when possible, but they cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is impacted.

**TechBuy will open on April 1, 2021 for FY 22 orders. You must enter the accounting date of "9/1/2021" on the requisition to enable the workflow for FY 22 transactions. Failure to do so will result in the transaction being encumbered on FY 21 funds. This is an automated TechBuy process.**

Purchasing FY 21 funds	\$50,000.01 or above	Purchases that require formal procurement; not on contract	Friday, May 28, 2021
Purchasing FY 21 funds	\$15,000-\$50,000	Purchases that require three quotes (informal procurement)	Friday, July 30, 2021
Purchasing FY 21 funds	Less than \$15,000	Purchases not requiring formal or informal procurement	Friday, August 13, 2021
Purchasing FY 21 funds	All dollar amounts	Sole source, exempt, cooperative, and TTU contract purchases	Friday, August 13, 2021
Purchasing FY 21 funds on Texas SmartBuy contracts	All dollar amounts	Purchases that are processed through Texas SmartBuy	Friday August 13, 2021
Purchasing FY 22 funds that must be in place prior to September 1.	\$50,000.01 or above	Purchases that require formal procurement; not on contract	Friday, June 11, 2021
Purchasing FY 22 funds that must be in place prior to September 1.	\$15,000-\$50,000	Purchases that require three quotes (informal procurement)	Friday, July 30, 2021
Purchasing FY 22 funds that must be in place prior to September 1.	Less than \$15,000	Purchases not requiring formal or informal procurement	Friday, August 13, 2021
Purchasing FY 22 funds that must be in place prior to September 1.	All dollar amounts	Sole source, exempt, cooperative, State contract, and TTU contract purchases	Friday, August 13, 2021
Copiers and other leased/rented equipment FY 22 funds	All dollar amounts	Includes copiers, equipment, and annual service contracts. Some equipment may require a 30-day termination notice. Copiers cannot be cancelled per the master agreement.	Friday, July 9, 2021
Contracts for FY 21 expenditures/revenue	Less than \$250,000		Monday, July 12, 2021
Contracts for FY 21 expenditures/revenue	\$250,000 or greater	These contracts require review and approval by the Office of General Counsel and may require additional reviews.	Friday, June 25, 2021

Contracts for FY 22 expenditures/revenue	Less than \$250,000		Monday, July 26, 2021
Contracts for FY 22 expenditures/revenue	\$250,000 or greater	These contracts require review and approval by the Office of General Counsel and may require additional reviews.	Friday, July 2, 2021
Construction on FY 21 funds	All transactions	Not including Job Order contracts	Friday, June 4, 2021
Job Order Construction on FY 21 funds	All transactions		Monday, July 26, 2021
Procurement card FY 21 expenditures	All pcard transactions	<b>Transactions</b> posted on or before <b>8/23/2021</b> (posted by Citibank and listed on your eWallet in Chrome River) will need to be submitted by the end of day <b>8/23/2021</b> in order to charge to <b>FY21 funds</b>	Friday August 23, 2021
Procurement card FY 22 expenditures	All pcard transactions	<b>Any transactions</b> posted on or after <b>8/24/2021</b> and expense reports submitted on or after <b>8/24/2021</b> will be charged against <b>FY22 funds</b>	After August 24, 2021
Invoices FY 21 expenditures	All invoice amounts	Receiving must be completed by 8/31/21 for payment to be posted to the current fiscal	by August 31, 2021
Invoices FY 21 expenditures on funds starting with 21, 22, & 23.	All invoice amounts	Receiving must be completed by 8/31/21 for payment to be posted to the current fiscal year by September 7, 2021.	by August 31, 2021
Invoices FY 22 expenditures	All invoice amounts	Receiving must be completed in accordance with TTU policy.	After September 1, 2021
Direct payments FY 21 expenditures	All invoice amounts	Documentation for FY21 transactions must be received by Payment Services no later than <b>5:00 p.m. on Monday, August 30, 2021.</b>	by August 30, 2021
Direct payments FY 22 expenditures	All invoice amounts	The expenditure will be processed to FY22 funds when the documentation is received after 8/31/21.	After August 27, 2021
Voyager Fleet Card FY 21 expenditures	All card transactions	Charges made on the Voyager Fleet Card before <b>July 23, 2021</b> will be charged to <b>FY21 funds.</b>	By July 23, 2021
Voyager Fleet Card FY 22 expenditures	All card transactions	Charges made on the Voyager Fleet Card on or after <b>July 23, 2021</b> will be charged to <b>FY22 funds.</b>	On or after July 23, 2021
Travel reimbursements FY 21 funds	All transactions	Travel Applications to be processed against FY21 funds must be entered into the online travel system by 4:30 p.m. on August 27, 2021. In order to ensure that travel expenses are processed against the correct fiscal year funding, we require that domestic travel vouchers be submitted online within five working days after the traveler's return to home office, or no later than 5:00 p.m. August 27, 2021. Foreign travel vouchers must be submitted no later than August 23, 2021. NOTE: Any trips beginning with a start date of 9/1/2021 or later will be encumbered and processed using FY22 funding.	By August 27, 2021.

Travel reimbursements FY 22 funds	All transactions	Vouchers submitted after August 27, 2021 for amounts exceeding what was originally encumbered on the travel application will be processed against FY22 funds.	On or after August 28, 2021
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**\*All goods or services must be purchased and received by August 31<sup>st</sup> in order to utilize FY 21 appropriated funds.**